

**YOUTH SERVICES**  
**Employee Award Nomination Form**

Award Category: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Nominated by: \_\_\_\_\_ Unit: \_\_\_\_\_

Years of Service: \_\_\_\_\_

The following factors are considered when selecting the recipient of this award. Please provide specific information regarding the nominee and his/her accomplishments during the quarter under each appropriate factor. (Supporting documentation may be attached to the nomination form.)

1. Special Accomplishments and/or Significant Contributions (job related):
2. Employee's overall job performance: (i.e. self-motivation, professionalism, ability to inspire team work, customer service excellence, and/or improved efficiency, etc.)

3. Other Awards, Recognitions or Honors Received:

Employee Awards Committee recommendation: \_\_\_\_\_

Deputy Secretary: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Deputy Secretary's Signature: \_\_\_\_\_ Date: \_\_\_\_\_